

## UCR Help - Editing a Return-A Report

The following steps should be followed to edit a Return-A report form:

1. At the UCR Welcome Screen, click **“Enter UCR”**. *Before an individual can access the UCR website or create/edit a report, the agency and the agency’s designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency’s authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.*
2. Enter User Name and Password. *To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as “BILL” and you type “Bill” the system will not accept your user name. You must type it exactly as registered.*

***Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.***



After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)

http://www.mshp.state.mo.us/ucr/ucr.nsf - Microsoft Internet Explorer

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 **UNIFORM CRIME REPORTING** 

**Reports By Date**

	Form	Agency ORI	Agency Name	Completion	Approval
✗ 11/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault					
✗ 10/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle					
✓ 09/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓ 04/2001	ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

Agency Profiles  
Return A's  
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Internet

All reports (forms) previously submitted to the UCR Program Office are displayed in the “Reports By Date” window (shown above). The reports are listed by date with the completion and approval status indicated.

The completion status indicates whether or not a monthly UCR package (Return A and required supplemental reports) have been submitted to the UCR Program Office). The approval status indicates whether or not the UCR package has been reviewed for correctness by staff at the UCR Program Office. Pending indicates that a report is waiting to be reviewed by staff at the UCR Program Office or has a problem and cannot be approved. Problems with the report will be noted in the “Comments” field located on the lower portion of the Return-A form. Once approved, the approval status will indicate “Approved”. The report is considered completed when the completion status is “Complete” and the approval status is “Approved”.

3. A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Double click on the Return-A that you wish to edit. If the report is not listed in the Reports by Date window then the report will need to be created. For more information on this subject see “Creating a Return-A.”

Agency Profiles

Return A's

View Reports

Create Reports

### Reports By Date

	Form	Agency ORI	Agency Name	Completion	Approval
✖	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
<p style="color: blue;">SuppA created 11/14/2001 01:49:17 PM by ron beck</p> <p style="color: blue;">Over18 created 12/26/2001 09:56:21 AM by Bill Ault</p>					
✖	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending

Double  
Click

4. Click the “Edit” button, located in the upper left corner of the Return A.

Edit

## UNIFORM CRIME REPORTING

### RETURN-A

Submitting Agency ORI: MOVIN0000
Month & Year: 11/2001

5. Make any necessary changes to the data.
  - **Submitting Agency ORI:** ORI of the user's agency.
  - **Jurisdictional ORI:** The jurisdictional ORI will normally be the same as the submitting ORI.
  - **Month & Year:** Enter the report month and year in a two digit month, four digit year format. For example, a report created for January 2002, would be entered as 01/2002.
  - The **Agency Name, HQ City, Chief/Sheriff, County, Population, Submitted By, and Date Submitted** fields will be automatically populated with information obtained from the submitting agency during registration. No data entry is allowed in these fields.
  - **Part I Offense Data:** Data is displayed as previously submitted. Edit each value as required.

- **Required Supplemental Reports:** Selecting “Activity” makes the supplemental report available. If you indicate “No Activity” you will not be able to create the report. The user is cautioned to ensure “Activity” is selected on supplemental reports previously created. Otherwise, previously created supplemental reports will become “lost.”

SUPPLEMENTAL REPORTS	
Report	Description
Supplemental A	Detailed information on the Part I offenses reported (e.g., type of robbery, time burglary occurred, monetary value of items reported stolen etc.).
Homicide (SHR)	Detailed information on homicides including the relationship of the victim/offender, circumstances, weapon type used, etc.
Arson	Detailed information on all arson reported.
Employee	Number of law enforcement officers and civilians employed by the agency report once a year (October).
ClanLab	Clandestine Lab Seizures Information.
Under 18	Juvenile Arrests by Part I and Part II offense type
Over 18	Adult Arrests by Part I and Part II offense type
LEOKA*	Detailed information on law enforcement officers killed or assaulted.
Domestic Violence	Incidents of domestic violence responded to by the agency.

\*Law Enforcement Officers Killed or Assaulted

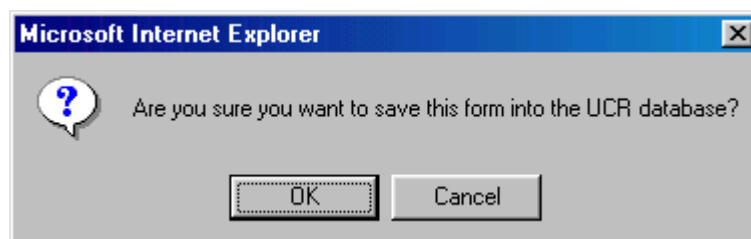
6. When you have completed entry of the supplemental data, click the “**Zero-fill Remaining Fields**” button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the “Zero-fill Remaining Fields” button. This automatically puts a zero in all empty fields.

Zero-fill Remaining Fields

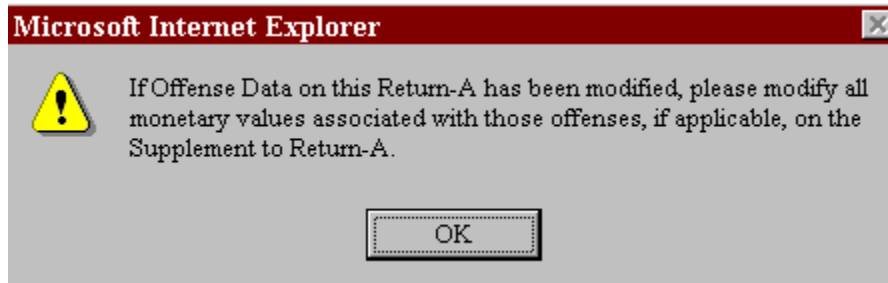
SUBMIT

SUBMIT  
& REVIEW

7. After completing all modifications, click the “**Submit**” or “**Submit & Review**” button to submit the form. The “**Submit**” button returns you to the UCR Homepage. The “**Submit & Review**” button returns you to the Return-A allowing you to view the changes. Both buttons cause data to be saved.
8. You will be prompted with the message “Are you sure you want to save this form to the UCR database?” Click “**OK**” to complete the submission, or click “**Cancel**” to return to the Return-A and make additional modifications.



You will then be prompted with the following message:



This message serves as a reminder that you need to update the Supplement to the Return-A Report, reflecting any changes made to the Return-A. Click **“OK”**. If the submitted information is correct you will be prompted with the following message:

**Your Document has been saved!**

Your form has been entered into the system and is available for review.

[Click HERE](#)

to return to your Return-A form and select other necessary forms for completion.

- Or -

[Click any of the links below to navigate elsewhere.](#)

**NOTE: Do NOT use the BACK button on your browser to return to your form.**

The changes to the report only take place when you click on **” Submit”** or **“Submit & Review”**. If you exit without clicking on one of these buttons the changes you made are not saved (submitted to the UCR Program Office).

*Note: Even though the information was accepted there still could be some errors. The UCR Program Office will review the return and notify the agency if any errors are found.*